



MINOR COASTAL  
DEVELOPMENT PERMIT/  
SINGLE FAMILY RESIDENCE  
APPLICATION  
P-6

Development Services

Planning Division  
1635 Faraday Avenue  
(760) 602-4610  
www.carlsbadca.gov

**A proposed project requiring multiple applications must be submitted prior to 3:30 p.m. A proposed project requiring only one application must be submitted prior to 4:00 p.m.**

All joint application exhibits, i.e. Tentative Map and Planned Development Site Plan should be prepared at the same scale. (Use a scale no smaller than 1" = 40'.)

**I. GENERAL BACKGROUND**

**A. Estimated Cost of Development:**

Development costing \$60,000 or more does not qualify as a Minor Coastal Development Permit. The City Planner shall make the final determination regarding a project's cost of development.

The primary basis for determining cost of development will be the application of dollar costs per square foot for different types of residential construction. These costs are set by the International Conference of Building Officials (ICBO) and are applied throughout San Diego County.

Please complete the following information to assist in the determination of this project's cost of development (*Contractor proposals may also be submitted for consideration by the City Planner*). Please refer to the current fee schedule for the appropriate \$/square foot fee rate.

- ⇒ **New Residential Square Footage:**  
\_\_\_\_\_ square feet x \$\_\_\_\_\_/sq. ft. = \$\_\_\_\_\_
- ⇒ **Residential Addition Square Footage:**  
\_\_\_\_\_ square feet x \$\_\_\_\_\_/sq. ft. = \$\_\_\_\_\_
- ⇒ **Any Garage Square Footage:**  
\_\_\_\_\_ square feet x \$\_\_\_\_\_/sq. ft. = \$\_\_\_\_\_
- ⇒ **Residential Conversion Square Footage:**  
\_\_\_\_\_ square feet x \$\_\_\_\_\_/sq. ft. = \$\_\_\_\_\_
- ⇒ Please contact the City of Carlsbad Building and Code Enforcement Division for current fee rate for Non-Residential uses (i.e. Retail/Store; Restaurants; Office; and Manufacturing/Warehouse uses.)  
\_\_\_\_\_ square feet x \$\_\_\_\_\_/sq. ft. = \$\_\_\_\_\_

**COST OF DEVELOPMENT ESTIMATE: \$\_\_\_\_\_**

**B. Do you wish to apply for:**

1. A Minor Coastal Development Permit (Under \$60,000 cost estimate) ☐
2. A Coastal Development Permit (\$60,000 or more cost estimate) ☐

**C. Street address of proposed development**

\_\_\_\_\_

**D. Assessor's Parcel Number of proposed development**

\_\_\_\_\_

**E. Development Description:**

Briefly describe project:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Describe the present land uses (i.e. vacant land, single family homes, apartments, offices, etc.) that surround the proposed development to the:**

North:\_\_\_\_\_

South:\_\_\_\_\_

East:\_\_\_\_\_

West:\_\_\_\_\_

**G. Is project located within a 100-year flood plain?** ☐ Yes ☐ No

**II. PRESENT USE OF PROPERTY**

**A. Are there existing structures on the property?** ☐ Yes ☐ No

If yes, please describe.

\_\_\_\_\_

\_\_\_\_\_

**B. Will any existing structure be removed/demolished?** ☐ Yes ☐ No

If yes to either question, describe the extent of the demolition or removal, including the relocation site, if applicable (also show on plans).

\_\_\_\_\_

**III. LOT COVERAGE**

**A. Existing and Proposed**

	<u>Existing</u>	<u>New Proposed</u>	<u>Total</u>
Building Coverage	_____sq. ft.	_____sq. ft.	_____sq. ft.
Landscaped Area	_____sq. ft.	_____sq. ft.	_____sq. ft.
Hardscape Area	_____sq. ft.	_____sq. ft.	_____sq. ft.
Unimproved Area (Left Natural)	_____sq. ft.	_____sq. ft.	_____sq. ft.

**B. Parking:**      Number of existing spaces \_\_\_\_\_  
                         Number of new spaces proposed \_\_\_\_\_  
                         Existing/Proposed TOTAL: \_\_\_\_\_  
                         Number of total spaces required \_\_\_\_\_  
                         Number of covered spaces \_\_\_\_\_  
                         Number of uncovered spaces \_\_\_\_\_

Number of standard spaces \_\_\_\_\_

Number of compact spaces \_\_\_\_\_

Is tandem parking existing? ☐ Yes # \_\_\_\_\_ ☐ No

Is tandem parking proposed? ☐ Yes # \_\_\_\_\_ ☐ No

**C. Grade Alteration:**

Is any grading proposed? ☐ Yes ☐ No

If yes, please complete the following:

1. Amount of cut \_\_\_\_\_ cu. yds.

2. Amount of fill \_\_\_\_\_ cu. yds.

3. Maximum height of fill slope \_\_\_\_\_ feet

4. Maximum height of cut slope \_\_\_\_\_ feet

5. Amount of import or export \_\_\_\_\_ cu. yds.

6. Location of borrow or disposal site \_\_\_\_\_

The following materials shall be submitted for each single family residence/minor coastal development permit application.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (760) 602-4610.

**I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)**

**A. SITE PLAN** – Four (4) copies for a Minor Coastal Development Permit, four (4) copies for a Single Family Coastal Development Permit on 24" x 36" sheet(s). Each site plan shall contain the following information:

**1. GENERAL INFORMATION**

- ☐ a. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- ☐ b. Location, size and use of all easements.
- ☐ c. Dimensions and locations of: access, both pedestrian and vehicular, showing service areas and points on ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.
- ☐ d. Distance between buildings and/or structures.
- ☐ e. Building setbacks (front, rear and sides).
- ☐ f. Location, height and materials of walls and fences.
- ☐ g. Dimensions/location of signs.
- ☐ h. A summary table of the following (if applicable to the application):
  - ☐ (1) Street address and assessor's parcel number.
  - ☐ (2) Site acreage.
  - ☐ (3) Existing Zone and Land Use Designation.
  - ☐ (4) Proposed land use.
  - ☐ (5) Total building coverage.
  - ☐ (6) Percent of site to be landscaped.
  - ☐ (7) Number of parking spaces required/provided.
  - ☐ (8) Square Footage of open or recreational space (if applicable).
  - ☐ (9) Cubic footage of storage space (if applicable).
- ☐ i. All applicable Fire Suppression Zones as required by the City's Landscape Manual.

**B. GRADING AND DRAINAGE PLANS:** Grading and drainage plans must be included with this application. In certain areas, an engineering geology report must also be included. Please consult the Planning Division and Land Development Engineering Division representatives for a determination on any grading plan geotechnical requirements if the project is in an overlay zone. The following information shall be submitted at a minimum:

- ☐ 1. Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- ☐ 2. Earthwork volumes: cut, fill, import and export.
- ☐ 3. Spot elevations at the corners of each pad.
- ☐ 4. Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.

- ☐5. Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of any proposed detention/retention basins.
- ☐6. Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.

**C. BUILDING ELEVATIONS AND FLOOR PLANS** – Four (4) copies for a Minor Coastal Development Permit and four (4) copies a Single Family Coastal Development Permit prepared on 24" x 36" sheet(s). Each building elevation and floor plan shall include the following information:

- ☐1. Location and size of storage areas.
- ☐2. All buildings, structures, wall and/or fences, signs and exterior lights.
- ☐3. Existing and proposed construction.
- ☐4. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).

**COLORED SITE PLAN AND ELEVATION PLAN** – Not required with first submittal. It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored elevations to the Planning Division **by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.**

## **II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS**

- ☐A. A completed Land Use Review Application Form.
- ☐B. Completed Coastal Development Permit Application.
- ☐C. Environmental Impact Assessment Part 1 with Coastal Development Permits. Check with Planning staff regarding Minor Coastal Development Permits and Single Family Coastal Development Permits for any environmental review requirements.
- ☐D. Disclosure Statement.
- ☐E. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
- ☐F. Completed "Project Description/Explanation" sheet.
- ☐G. Two copies of a completed and signed "Storm Water Standards Questionnaire". This form can be found on the City's website: <http://www.carlsbadca.gov/business/building/Documents/E-34.pdf> (Distribute copy to Land Development Engineering).
- ☐H. If, when completing the Storm Water Standards Questionnaire, the project is defined as a **"Priority Project"**, submit a preliminary Storm Water Management Plan (SWMP) prepared in accordance with the City Standard Urban Storm Water Mitigation Plan (SUSMP) per the City of Carlsbad Land Development Engineering Standards.
- ☐I. Property Owner's List and Addressed Labels:

### **Single Family Residence**

1. A typewritten list of the names and addresses of all property owners within a 600' radius of the subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
2. Two (2) separate sets of mailing labels of the property owners within a 600' radius of the subject property. The list **must** be typed in all CAPITAL LETTERS, left justified, void of punctuation. For any address other than single-family residence, an apartment, suite or building number must be included **on a separate line. DO NOT** include it on the street address line. **DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY.** Acceptable fonts are:

Arial 10, Enterprise TM or Courier NEW (TT) no larger than 11 pt. Sample labels are as follows:

**UNACCEPTABLE**

Mrs. Jane Smith  
123 Magnolia Ave., Apt. #3  
Carlsbad, CA 92008

**UNACCEPTABLE**

Mrs. Jane Smith  
123 Magnolia Ave.  
Apt. #3  
Carlsbad, CA 92008

**ACCEPTABLE**

MRS. JANE SMITH  
APT 3  
123 MAGNOLIA AVE  
CARLSBAD CA 92008

3. **600' Radius Map:** A map to scale not less than 1"=200' showing each lot within 600' of exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the City Planner if the required scale is impractical.

**Note:** When the application is tentatively scheduled to be heard by the decision making body, the project planner will contact the applicant and advise him to submit the **radius map, two sets of the property owners list and labels.** **The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office.** The project will not go forward until this information is received.

**Minor Coastal Development Permit**

1. **100' Radius Occupants/Address List and Labels (for coastal zone/CDPs only):** One (1) list of the occupants/addresses located within a 100' radius of the project site; and two (2) sets of mailing labels of the addresses within a 100' radius.